

Rio Rancho Public Library

2020/2021 New Mexico Public Library Annual Report and State Grants-in-Aid Application

CURRENT YEAR

PREVIOUS YEAR

Introduction

Due Date August 16, 2021

Data entered must cover FY21 library activities (July 1, 2020 - June 30, 2021).

- The New Mexico State Library (NMSL) participates in the national Public Library Survey (PLS) operated by the Institute of Museum and Library Services (IMLS) and compiled by the American Institute for Research (AIR).
- Federally required questions are in navy font and all other questions are in black font.
- The data collected is used at various levels for planning, evaluating, and budgeting.
- Better known as the Annual Report, the PLS serves as New Mexico's public libraries application for state grants-in-aid.
- State grants-in-aid eligibility is determined using the 4.5.2 NMAC. Entered data must be accurate and based on records maintained by the library director and local financial officials.
- When navigating the survey, to see the specifics of what each question is asking, click the gray circle with a question mark. Once clicked, a pop-up box will appear with the corresponding definition.
- Adherence to these definitions is important to ensure comparability of data from different libraries in New Mexico as well as libraries in others states and territories.
- The use of estimates is important if exact data is not available. If an exact figure is not available, but it is known that the total is greater than zero, enter an educated estimate and leave a detailed note indicating how the estimate was determined.
- Only enter a "0" if the answer is truly zero or none. Enter N/A if the exact figure or an estimate is not available.
- As information is entered, if any answer is vastly different from the previous year or if using an estimate, please enter a detailed note explaining the reason, etc.
- Providing detailed and relevant notes is extremely helpful and appreciated.
- Inputting notes that do not reflect any edit check issue is not acceptable.
- For more information on the Annual Report and State Grants-in-Aid see the [LibGuide](#) on the NMSL website.

Please email State Data Coordinator Carmelita Aragon at Carmelita.Aragon@state.nm.us or call (505) 476-9740 with any questions about the survey contents.

For technical questions or issues accessing Bibliostat CollectConnect, please call Product Support at 1-866-785-9935.

Section A - Library Identification

Administrative Entity

- This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction.
- The administrative entity may have a single outlet (main library), or it may have more than one outlet (library branches).
- Some of the fields in this section are pre-filled with the previous year's information.
- If updates are required for **Read Only** fields, email the State Data Coordinator to update accordingly.

Federally required questions are in navy font and all other questions are in black font.

| | | | |
|-----|--|-----------------------------|------------------------------------|
| A01 | Name of Library (Read Only) | Rio Rancho Public Library | <i>Rio Rancho Public Library</i> |
| A02 | Street Address or Physical Location (911 address) (Read Only) | 755 Loma Colorado Blvd., NE | <i>755 Loma Colorado Blvd., NE</i> |
| A03 | City (of street address) (Read Only) | Rio Rancho | <i>Rio Rancho</i> |
| A04 | Five-digit ZIP Code (of street address) (Read Only) | 87124 | <i>87124</i> |
| A05 | County (Read Only) | Sandoval | <i>Sandoval</i> |
| A06 | Mailing Address | 755 LOMA COLORADO BLVD., NE | <i>755 LOMA COLORADO BLVD., NE</i> |
| A07 | City (of mailing address) | RIO RANCHO | <i>RIO RANCHO</i> |
| A08 | Five-digit ZIP Code (of mailing address) | 87124 | <i>87124</i> |
| A09 | Library Phone Number | (505) 891-5013 | <i>(505) 891-5013</i> |
| A10 | Library Fax Number | (505) 892-4782 | <i>(505) 892-4782</i> |
| A11 | Library Director's Name | Lynette Schurdevin | <i>Lynette Schurdevin</i> |
| A12 | Library Director's Work Email Address | lschurdevin@rrnm.gov | <i>Lschurdevin@rrnm.gov</i> |
| A13 | Library Director's Work Phone Number | (505) 896-8817 | <i>(505) 896-8817</i> |
| A14 | Name of Person Completing Report | Sean Beharry | <i>Lynette Schurdevin</i> |
| A15 | Work Email Address of Person Completing Report | sbeharry@rrnm.gov | <i>Lschurdevin@rrnm.gov</i> |
| A16 | Work Phone Number of Person Completing Report | (505) 891-5226 | <i>(505) 896-8817</i> |

Section B - Population and Federal Identification

State Library Use Only - **READ ONLY**

- Contact the State Data Coordinator if any information in this section is incorrect.

Federally required questions are in navy font and all other questions are in black font.

| | | | |
|-----|--|------------|-------------------|
| B01 | Did the Library's Legal Service Area Change? (Supplied by State Library) | N | <i>N</i> |
| B02 | FY2020/2021 Legal Service Area Population (Supplied by State Library) | 87,521 | <i>87,521</i> |
| B03 | Reporting Period Starting Date (Supplied by State Library) | 07/01/2020 | <i>07/01/2019</i> |
| B04 | Reporting Period Ending Date (Supplied by State Library) | 06/30/2021 | <i>06/30/2020</i> |
| B05 | FSCS ID (Read Only) | NM0030 | <i>NM0030</i> |
| B06 | LIBID (Read Only) | NM0030-002 | <i>NM0030-002</i> |
| B07 | Interlibrary Relationship Code (Read Only) | NO | <i>NO</i> |
| B08 | Legal Basis Code (Read Only) | CI | <i>CI</i> |
| B09 | Administrative Structure Code (Read Only) | MO | <i>MO</i> |
| B10 | FSCS Public Library Definition (Read Only) | Yes | <i>Yes</i> |
| B11 | Geographic Code (Read Only) | CI1 | <i>CI1</i> |
| B12 | Number of Central Libraries (Read Only) | 1 | <i>1</i> |
| B13 | Number of Branch Libraries (Read Only) | 1 | <i>1</i> |
| B14 | Number of Bookmobiles (Read Only) | 0 | <i>0</i> |

Section C - Paid Library Staff (Full-Time Equivalent)

- Report figures as of the last day of the fiscal year, June 30, 2021.
- Include ALL positions funded in the Library's budget whether those positions are filled or not as of June 30, 2021.
- To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by 40-hour measure equals 1.50 FTEs.

See definitions for more detailed information.

Federally required questions are in navy font and all other questions are in black font.

| | | | |
|-----|--|-------|-------|
| C01 | Number of ALA-Master of Library Science & Information Studies (MLS/MLIS) Librarians (Do not include library staff in non-librarian positions that have ALA-MLS degrees). | 11 | 11 |
| C02 | Number of Library Staff with the Title Librarian (<i>include any ALA-MLS librarians reported in C01</i>) | 15 | 15 |
| C03 | Number of ALL Other Paid Library Staff | 27 | 27 |
| C04 | Total Paid Library Employees (C02 + C03) | 42.00 | 42.00 |
| C05 | Number of Library Volunteers | 5 | 16 |

Section D - Operating Revenue and Expenditures

Operating Revenue

- Enter the amount of ALL operating revenue the Library received from July 1, 2020 to June 30, 2021.
- Report revenue received for operating expenditures as defined below.
- Include revenue from local, county, state, federal, or other grants, etc.
- DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

See definitions for more detailed information.

Federally required questions are in navy font and all other questions are in black font.

Local Government Revenue

| | | | |
|-----|--|-----------|-----------|
| D01 | City/Town/Village Government Revenue Received | \$446,352 | \$254,414 |
| D02 | County Government Revenue Received | \$444,356 | \$606,223 |
| D03 | Tribal Government Revenue Received | \$0 | \$0 |
| D04 | Total Local Government Operating Revenue Received (D01 + D02 + D03) | \$890,708 | \$860,637 |

State Government Revenue

| | | | |
|-----|---|-------------|-------------|
| D05 | State Grants-in-Aid Received (Read Only) | \$14,242.73 | \$14,105.78 |
| D06 | State GO Bond Amounts Encumbered | \$17,344 | \$129,274 |
| D07 | Tribal Library Program Grant Received (Read Only) | \$0.00 | \$0.00 |

| | | | |
|----------------------------|--|-----------|-------------|
| D08 | Other State Funds Received (include state appropriations or other state income and leave a note to include all specifics) | \$2,196 | \$0 |
| D09 | Total State Government Operating Revenue Received (D05 + D06 + D07 + D08) | \$33,783 | \$143,380 |
| Federal Government Revenue | | | |
| D10 | Federal LSTA Grant Received from the State Library (Read Only) | 0 | \$0 |
| D11 | Other Federal Government Operating Revenue Received (leave a note to include all specifics) | \$0 | \$0 |
| D12 | Total Federal Operating Revenue Received (D10 + D11) | \$0 | \$0 |
| Other Operating Revenue | | | |
| D13 | Other Operating Revenue Received (leave a note to include all specifics) | \$1,291 | \$4,000 |
| D14 | Total Operating Revenue Received (D04 + D09 + D12 + D13) | \$925,782 | \$1,008,017 |

Operating Expenditures

- Report ALL operating expenditures from ALL revenue sources made from July 1, 2020 to June 30, 2021.
- Operating expenditures are the current and recurring costs necessary to support the delivery of library services.
- Significant costs, especially library staff benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.
- Do NOT report the value of free items as expenditures.
- Do NOT report estimated costs as expenditures.
- Do NOT include capital expenditures in operating expenditures.

See definitions for more detailed information.

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Library Staff Expenditures

- If FTE staff is reported in Paid Library Staff Positions C01 to C04, employee salaries and benefits must be reported here.
- DO NOT include contractors, volunteers or people paid by stipend.

| | | | |
|-----|--|-------------|--------------------|
| D15 | Library Staff Salaries & Wages Expenditures | \$1,252,644 | <i>\$1,279,836</i> |
| D16 | Library Staff Benefits Expenditures (includes Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workman's compensation, tuition, and housing benefits) | \$455,179 | <i>\$481,483</i> |
| D17 | Total Library Staff Expenditures (D15 + D16) | \$1,707,823 | <i>\$1,761,319</i> |

Collection Expenditures

- Report expenditures on library collections from ALL funding sources including Local, Tribal, Federal, State Aid, Encumbered GO Bonds, and other sources (e.g., grants, fundraising, etc.)
- This includes all operating expenditures from the library budget for all library materials in print, microform, electronic, and other formats considered part of the library's collection, whether purchased, leased, or licensed.
- Exclude charges or fees for interlibrary loans and expenditures for document delivery.
- DO NOT include donated library materials, software, library automation or any software or tools used by library staff.

See definitions for more detailed information.

Federally required questions are in navy font and all other questions are in black font.

Collection Expenditure Type

| | | | |
|-----|---|-----------|------------------|
| D18 | Print Materials Expenditures (books, magazines, etc.) | \$270,579 | <i>\$262,726</i> |
| D19 | Electronic Materials Expenditures (e-books, audio/video downloadables, e-serials including journals, databases or other electronic materials, etc.) | \$136,552 | <i>\$130,474</i> |
| D20 | Other Materials Expenditures (physical audiobooks, DVDs, Blu-rays, CDs, microform, non-traditional items, etc.) | \$37,225 | <i>\$44,155</i> |
| D21 | Total Collection Expenditures (D18 + D19 + D20) | \$444,356 | <i>\$437,355</i> |

Library Collection Expenditures by Revenue Source

- Report how much of the Total Collection Expenditures in D21 came from the following revenue sources (state aid, encumbered GO bonds, tribal library program (TLP) grant, local/other).
- The amount in D24 MUST match the amount in D21.

| | | | |
|------------------------------|---|-------------|-------------|
| D22 | Of the Total Collection Expenditures Amount in D21, How Much Came from NM State Library Revenue Sources (i.e., State Aid, Encumbered State GO Bonds, and the Tribal Library Program TLP Grant)? | \$26,552 | \$90,800.28 |
| D22a | Total Amount Expended from State Aid | \$1,450 | \$2,168.28 |
| D22b | Total Amount Encumbered from State GO Bonds | \$25,102 | \$88,632 |
| D22c | Total Amount Expended from Tribal Library Program Grant | \$0 | |
| | Total (D22a + D22b + D22c) | \$26,552 | \$90,800 |
| D23 | Of the Total Collection Expenditures Amount in D21, How Much Came from Local (city, town, village, county, tribal) and Other Revenue Sources (federal, private, friend's group, fundraising, grants, or other)? NOTE: This amount is used to calculate the library's per-capita responsibility for State Aid Eligibility in question J13. | \$417,804 | \$346,555 |
| D24 | Total Collection Expenditures by Funding Source (D22 + D23) | \$444,356 | \$437,355 |
| Other Operating Expenditures | | | |
| D25 | Other Operating Expenditures Not Yet Reported (e.g., office supplies, utilities, furniture, computer equipment, software, contracts for services, etc.) | \$324,621 | \$112,192 |
| D26 | Total Operating Expenditures (D17 + D21 + D25) | \$2,476,800 | \$2,310,866 |

Section E - Capital Revenue and Expenditures

Capital Revenue

- Report all revenue (federal, state, local, and other) used for major capital expenditures, by source of revenue from July 1, 2020 to June 30, 2021.
- Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects.
- Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.
- Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

See definitions for more detailed information.

Federally required questions are in navy font and all other questions are in black font.

| | | | |
|-----|--|---------|------------------|
| E01 | Local Government Capital Revenue Received (city, town, village, county and/or tribal government) | \$9,195 | <i>\$118,970</i> |
| E02 | State Government Capital Revenue Received (leave a note to include all specifics) | \$0 | <i>\$0</i> |
| E03 | Federal Government Capital Revenue Received (leave a note to include all specifics) | \$0 | <i>\$0</i> |
| E04 | Other Capital Revenue Received (leave a note to include all specifics) | \$0 | <i>\$0</i> |
| E05 | Total Capital Revenue Received (E01 + E02 + E03 + E04) | \$9,195 | <i>\$118,970</i> |

Capital Expenditures

- Report the amount of capital expenditures the Library made from July 1, 2020 to June 30, 2021.
- Include funds expended for site acquisition; new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, building additions, or building renovations; library automation systems; new vehicles; and other one-time major projects.

| | | | |
|-----|---|---------|------------------|
| E06 | Total Capital Expenditures (from ALL sources) | \$9,195 | <i>\$118,970</i> |
|-----|---|---------|------------------|

Section F - Library Collection

Library's Collection

- This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures

are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures.

- Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity.
- Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required.
- Do NOT include items freely available without monetary exchange.
- Count only items that have a set circulation period where it is available for patron use.
- Do NOT include items that are permanently retained by the patron.
- Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

See definitions for more detailed information.

Federally required questions are in navy font and all other questions are in black font.

| | | | |
|-----|---|---------|----------------|
| F01 | Number of Print Materials in the Library's Collection | 113,695 | <i>117,514</i> |
| F02 | How Often Does the Library Weed its Collection? | monthly | <i>monthly</i> |
| F03 | Number of Physical Audio Materials in the Library's Collection, including duplicates (music CDs, audiobook CDs, Playaway's, etc.) | 10,300 | <i>12,030</i> |
| F04 | Number of Physical Video Materials in the Library's Collection, including duplicates (videotape, DVD, Blu-ray, etc.) | 13,773 | <i>14,581</i> |
| F05 | Number of All Other Circulating Physical Items in the Library's Collection (new) | 99 | |
| F06 | Number of Electronic Books (e-books) in the Library's Collection | 42,091 | <i>23,461</i> |
| F07 | Number of Downloadable Audio Units in the Library's Collection | 114,721 | <i>32,281</i> |
| F08 | Number of Downloadable Video Units in the Library's Collection | 5,531 | <i>11,815</i> |
| F09 | Total Physical Items (F01 + F03 + F04 + F05) (new) | 137,867 | |

Electronic Collections

- An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, text, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data.
- An electronic collection may be organized, curated, and electronically shared by the library, or rights may be provided by a third-party vendor.
- An electronic collection may be funded by the library, or provided through cooperative

agreement with other libraries, or through the State Library.

- DO NOT include electronic collections that are provided by third parties and freely linked to on the Web.
- Electronic collections do not have a circulation period and may be retained by the patron.
- Remote access to the collection may or may not require authentication.
- Unit records may or may not be included in the library's catalog; the library may or may not select individual titles.
- Include electronic collections that are available online or locally hosted in the library.
- NOTE: The data or records are usually collected with a particular intent and relate to a defined topic.
- Report the number of electronic collections acquired through curation, payment or formal agreement that the library pays for or has access to through a cooperative agreement with other libraries (e.g., ELIN in southeast New Mexico).
- Do not count library system software.
- El Portal (the statewide electronic databases supplied by the State Library) is reported in F11.

See definitions for more detailed information.

| | | | |
|-----|---|----|----|
| F10 | Number of Electronic Collections/Databases (Local/Other Cooperative Agreements) | 2 | 4 |
| F11 | Number of Licensed Databases Paid for by the New Mexico State Library (Read Only) | 49 | 49 |
| F12 | Total Licensed Electronic Collections/Databases: (F10 + F11) | 51 | 53 |

Section G - Library Services

Library Services

- Include data from ALL outlets i.e., Main Library, and eligible Library Branches.

See definitions for more detailed information.

Federally required questions are in navy font and all other questions are in black font.

| | | | |
|------|---|-------------------|------------------|
| G01 | Number of Library Visitors | 45,845 | 171,988 |
| G01a | Library Visits Reporting Method (new) | CT - Annual Count | |
| G02 | How Does the Library Track and Record Library Visitors? | Electronic gates | Electronic gates |
| G03 | Number of Reference Transactions/Questions Answered by Library Staff (do not include directional questions) | 6,898 | 20,554 |

| | | | |
|--------------------|--|-------------------|-------------------|
| G03a | Reference Transactions/Questions Reporting Method (new) | CT - Annual Count | |
| G04 | How Does the Library Track and Record Reference Transactions/Questions? | Tick marks | <i>Tick marks</i> |
| G05 | Number of Registered Users | 45,167 | 49,193 |
| Circulation | | | |
| G06 | Number of ALL Children's Items Circulated (includes ALL children's materials in ALL formats to ALL users, including renewals) | 73,600 | 163,818 |
| G07 | Number of Physical Items Circulated (books, CDs, DVDs, Blu-Rays, including renewals) | 86,294 | 188,765 |
| G08 | Number of <i>OTHER</i> Physical Items Circulated (e.g., non-traditional library items like wi-fi hotspots, cake pans, sewing machines, tools, sports equipment, etc. including renewals) (new) | 436 | |
| G09 | Number of Electronic Materials Used (e-books, downloadable electronic videos and audio files) | 146,852 | 138,959 |
| G10 | Number of Successful Retrievals of Electronic Information (i.e., database usage) | 8,811 | 5,536 |
| G11 | Total Circulation of Library Materials (G07 + G08 + G09) | 233,582 | 327,724 |
| G12 | Total Electronic Content Use (G09 + G10) | 155,663 | 144,495 |
| G13 | Total Library Collection Use (G07 + G09 + G10) | 241,957 | 333,260 |
| Interlibrary Loans | | | |
| G14 | Number of Items Provided to Other Libraries | 628 | 559 |
| G15 | Number of Items Received from Other Libraries (including items received from the State Library). | 620 | 412 |
| G16 | What is the Library's Annual Cost for Just Interlibrary Loan (ILL) Postage or Postage for Other Items Sent Between Libraries? | \$4,336 | \$5,937 |

Technology

| | | | |
|------|--|---|--------------------------------------|
| G17 | Number of Internet Computers Available for Use by General Public (revised) | 32 | 24 |
| G18 | Number of Public Internet Computer Uses/Sessions | 42 | 30,666 |
| G18a | Reporting Method for Number of Public Internet Computer Uses/Sessions (new) | CT - Annual Count | |
| G19 | How Does the Library Track and Record Public Internet Computer (new) | We use Envisionware tracking to keep track of the total number of sessions used during a month. | |
| G20 | What Are the Time Limits for Public Internet Computers? | 60 | 60 |
| G21 | How Many Times Per Day Can a Patron Use a Public Internet Computer? | Unlimited | Unlimited |
| G22 | Number of Wireless (Wi-Fi) Internet Sessions (revised) | 11,794 | 21,100 |
| G22a | Reporting Method for Number of Wireless Internet Sessions (new) | CT - Annual Count | |
| G23 | How Does the Library Track and Record Wi-Fi Sessions? | Sophos web based wireless statistics | Sophos web based wireless statistics |
| G24 | Number of Visits to the Library's Website | 81,797 | 123,623 |
| G25 | How Does the Library Track and Record Visits to the Library's Website? | Track through Civic Plus, Piwik. Record page views. | PIWIK, a Civic Plus analytics tool |
| G26 | Name of the Library's Automation System/Catalog | Sierra | Sierra |
| G27 | What is the Library's Annual Cost for its Library's Automation System/Catalog? | \$72,073 | \$77,729 |
| G28 | Provide the Web Address of the Library's Website and/or Library's Catalog. | rrnm.gov/library | rrnm.gov/library |

Section H - Library Program Sessions

NOTE: This section has been revised extensively with several updates and/or new questions. Please thoroughly read and review all definitions.

- A synchronous (live) library program session is any planned event which introduces the group attending to library services or which directly provides information to participants.
- Program sessions may cover use of the library, library services, or library tours.
- Program sessions may also provide cultural, recreational, or educational information, often

designed to meet a specific social need e.g., film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

- If program sessions are offered as a series, count each program session in the series e.g., a film series offered once a week for eight weeks should be counted as eight program sessions.
- If a program session is combined and offered to both children and young adults, count the program session only once under the most appropriate children or young adult program session category rather than counting it in each of the categories. Do NOT count the one program in each category. Report attendance at these program sessions regardless of attendees' age.
- If a program session is intended to be for all ages, count the program session only once under General Interest Programs rather than counting it in each of the other categories (children, young adult, adult). Do NOT count the one program in each category. Report attendance at these program sessions regardless of attendees' age.

INCLUDE

- All program sessions, whether held on-site or off-site, that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or library staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, DO NOT include a group hosting a speaker or holding a discussion in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, DO NOT include sharing a video from an author's website of him or her reading a book.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, DO NOT include leaving an art project or puzzle on a table for participants to complete.

See definitions for more detailed information.

Federally required questions are in navy font and all other questions are in black font.

Library Program Sessions by Target Audience - Synchronous Live In-Person or Virtual (Revised Data Elements)

| | | | |
|------|--|-------|-----|
| H00 | Number of Children's Programs | 217 | |
| H00a | Children's Program Attendance | 2,199 | |
| H01 | Number of Synchronous Library Program Sessions Targeted at Children Ages 0-5 (revised) | 189 | 297 |
| H02 | Number of Synchronous Library Program Sessions Targeted at Children Ages 6-11 (revised) | 28 | 54 |
| H03 | Number of Synchronous Library Program Sessions Targeted at Young Adults Ages 12-18 (revised) | 15 | 138 |
| H04 | Number of Synchronous Library Program Sessions Targeted at Adults Age 19 or Older (new) | 44 | |
| H05 | Number of Synchronous General Interest Library Program Sessions (new) | 0 | |
| H06 | Total Number of Synchronous Library Program Sessions (H01 + H02 + H03 + H04 + H05) | 276 | 489 |

Library Program Sessions by Format - Synchronous Live In-Person or Virtual (New Data Elements)

| | | | |
|-----|---|-----|--|
| H07 | Number of Synchronous In-Person Onsite Program Sessions (new) | 138 | |
| H08 | Number of Synchronous In-Person Offsite Program Sessions (new) | 13 | |
| H09 | Number of Synchronous Virtual Program Sessions (new) | 125 | |
| H10 | Total Number of Synchronous Program Sessions Held (H07 + H08 + H09) This total must equal the total in H06. | 276 | |

Library Program Sessions Attendance by Target Audience - Synchronous Live In-Person or Virtual (Revised Data Elements)

| | | | |
|-----|---|-----|--------|
| H11 | Number of Attendees at Synchronous Library Programs Targeted at Children Ages 0-5 (count total attendance regardless of attendees' age) (revised) | 509 | 10,402 |
| H12 | Number of Attendees at Synchronous Library Programs Targeted at Children Ages 6-11 (count total attendance) | 32 | 690 |

| | | | |
|-----|--|-------|--------|
| | regardless of attendees' age) (revised) | | |
| H13 | Number of Attendees at Synchronous Library Programs Targeted at Young Adults Ages 12-18 (count total attendance regardless of attendees' age) (revised) | 59 | 2,259 |
| H14 | Number of Attendees at Synchronous Library Programs Targeted at Adults Age 19 or Older (count total attendance regardless of attendees' age) (new) | 934 | |
| H15 | Number of Attendees at Synchronous General Interest Library Programs (count total attendance regardless of attendees' age) (new) | 1,640 | |
| H16 | Total Attendance at Synchronous Library Program Sessions (H11 + H12 + H13 + H14 + H15) | 3,174 | 13,351 |

Library Program Sessions Attendance by Format (New Data Elements)

| | | | |
|-----|---|-------|--|
| H17 | Synchronous In-Person Onsite Program Attendance (new) | 0 | |
| H18 | Synchronous In-Person Offsite Program Attendance (new) | 0 | |
| H19 | Synchronous Virtual Program Attendance (new) | 3,174 | |
| H20 | Total Attendance of Synchronous Library Program Sessions Held (H17 + H18 + H19) This total must equal the total in H16. | 3,174 | |

Asynchronous Library Program Presentations (New Data Elements)

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming).

| | | | |
|-----|---|-----|--|
| H21 | Total Number of Asynchronous Program Presentations (new) | 27 | |
| H22 | Total Views of Asynchronous Program Presentations within 7 Days (new) | 486 | |

Most Successful Library Program

| | | | |
|-----|---|---|----------------------------|
| H23 | Describe the Library's Most Successful Library Program this Year (Include number of | The year's most popular program was our youth Take-n-Make program. This | Response has been entered. |
|-----|---|---|----------------------------|

attendees)

program provided
participants with a kit bag
containing everything needed
to complete a hands-on
activity or craft at home.
Most activities could be
completed while following
instructions posted on the
library's YouTube channel.
This program was offered
nine times and 1401
participants signed up to
collect kits.

Section I - Main Library Hours of Operation

Using the form in I01, report the hours of operation for the Main Library.

- * Enter the opening and closing times for the main library, including AM or PM.
- * Format Example: Opening Time 10:00 AM / Closing Time 7:00 PM.
- * The total for the week automatically calculates in I02 from the times entered. If not formatted exactly like the example, the weekly hours open won't calculate correctly in I02.
- * Click the SAVE TO COLLECT button to exit the hours reporting form.

I01 Click [here](#) to report the number of hours the Main Library is open to the public daily.

| | | | |
|-----|--|-----|-----|
| I02 | Week Total | 48 | 54 |
| I03 | If the Library Closes for the Lunch Hour, Enter the Timeframe. Enter N/A if the library does not close for the lunch hour. | N/A | N/A |

Section J - State Grants-in-Aid Eligibility

State Grants-in-Aid Eligibility

- **Completing this survey serves as the Library's application for state grants-in-aid.**
- To be eligible to receive State Grants-in-Aid, libraries must meet all applicable requirements described in the 4.5.2 NMAC - <http://164.64.110.134/parts/title04/04.005.0002.html>

See definitions for more information.

| | | | |
|-----|--|--------|--------|
| J01 | FY2020/2021 Library Status (Read Only) | Public | Public |
| J02 | Library Director Certification Required? (Read Only) | Yes | Yes |
| J03 | Library Director Certified? | Yes | Yes |
| J04 | Type of Certification | Perm. | Perm. |

Basic Library Services

- As part of state aid eligibility, the library (and any eligible library branch) must provide the following FREE Basic Library Services as required by NMAC 4.5.2.7 B.
- Report if the library offers the following free basic library services.

| | | | |
|-----|---|-----|-----|
| J05 | Circulating Materials? | Yes | Yes |
| J06 | Reference Services? | Yes | Yes |
| J07 | A Catalog of Library Holdings Accessible by the Public? | Yes | Yes |
| J08 | Educational Programs? | Yes | Yes |
| J09 | Offered Free of Charge Interlibrary Loan Services? | Yes | Yes |
| J10 | Public Access Computers Connected to the Internet? | Yes | Yes |
| J11 | Internet Connectivity for Patrons and Staff? | Yes | Yes |

Matching Funds

- As part of state aid eligibility, the Library must demonstrate the receipt of financial support from sources other than the state; in particular, matching funds in relation to the population of the library's legal service area shall be at least \$1.50 per person as required by NMAC 4.5.2.9 C(4).
- Matching funds means the amount expended in a fiscal year for Library Collections *from any source other than the state. (State Aid Funds, State GO Bonds, or the Tribal Library Grant)*
- Sources for matching funds may include municipal funds, county funds, tribal funds, or funds acquired through monetary donations, fund-raising, friend's groups, or other grants.
- In-kind contributions are NOT matching funds.
- Matching funds DO NOT include funds used for operating costs, administrative costs, or regular staff salaries.

| | | | |
|-----|---|--------------|--------------|
| J12 | Total Local Funds Needed to be Spent on the Library's Collection (Read Only) | \$131,281.50 | \$131,281.50 |
| J13 | Total Local Funds Spent Per-Capita on Library Collections (D23 / B02) (Read Only) | \$4.77 | \$3.96 |

FY2020/2021 State Aid Grant Expenditures

- As part of continued state aid eligibility, the Library must successfully expend the entire amount of the state aid grant received during the prior fiscal year as required by NMAC 4.5.2.9 C(11).
- Report how the library expended the State Aid grant received in FY2020/2021.
- If the library did not receive a grant, enter zero.
- The received grant amount is provided by the State Library in J14 and cannot be changed.
- J20 must equal the amount in J14.

See definitions for more information.

J14 Amount of State Aid Grant
Received in FY2020/2021 (Read \$14,242.73 \$14,105.78
Only)

How much of the grant received (see J14) was spent on the following? If any of the following do not apply, enter a zero.

| | | | |
|-----|--|---|---|
| J15 | Library Collections | \$0 | \$2,168.28 |
| J16 | Library Staff Salaries | \$0 | \$0 |
| J17 | Library Staff Professional Development (including travel) | \$3,442 | \$8,375 |
| | List What Staff Professional Development Trainings or Conferences were Attended and Paid for with State Aid Funds | ALA & PLA webinars NMLA annual virtual conference | NM Library Association Annual conference 10 staff / PLA conference 3 staff / ALA and PLA webinars |
| J18 | Library Equipment | \$10,800.73 | \$1,405 |
| | List What Library Equipment was Purchased and Paid for with State Aid Funds | bookshelves, tablets, ipads, Surface pro, printer, file cabinet | Security door sleeves, tablet stand, lapel microphone, (for virtual programs), 2 work benches for circulation, chrome books for circulating |
| J19 | Other Operational Expenditures Associated with Delivery of Library Services | \$0 | \$2,157.50 |
| | List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with State Aid Funds | none | Two week Advertising with iHeart radio to market the library still available during COVID-19. \$2000 + tax |
| J20 | Total (J15 + J16 + J17 + J18 + J19) | \$14,242.73 | \$14,105.78 |

Library Board

- As part of state aid eligibility, the Library must maintain a library board that meets at least two times a year and adheres to the state open meetings law as required by NMAC 4.5.2.9 C(9).

| | | | |
|-----|---|--------------------|----------------|
| J21 | Does the Library Maintain a Library Board? | Yes | Yes |
| J22 | Library Board President Name | Lance Himmelberger | Michael Furl |
| J23 | Library Board President Phone Number | (505) 891-4652 | (505) 985-7131 |
| J24 | Number of Meetings the Library Board Held Between July 1, 2020 to June 30, 2021 | 13 | 10 |

| | | | |
|-----|---|---|--|
| J25 | Provide the Dates of the Library Board Meetings Held Between July 1, 2020 to June 30, 2021 (use this format - mm/dd/yyyy) | July 13, 2020, July 27, 2020, August 10, 2020, September 14, 2020, October 19, 2020, November 9, 2020, December 14, 2020, January 11, 2021, February 8, 2021, March 8, 2021, April 12, 2021, May 10, 2021, June 14 2021 | <i>July 8, 2019, August 12, 2019, September 9, 2019, October 21, 2019, November 18, 2019, December 9, 2019, January 13, 2020, February 10, 2020, March 9, 2020, June 8, 2020</i> |
|-----|---|---|--|

Plans & Policies

As part of state aid eligibility as required by NMAC 4.5.2.9 C(8), the Library must have on file with the State Library the following plans and policies:

- Strategic Plan, which the public library reviews, updates, and files with the State Library every three (3) years
- Community Analysis and Needs Assessment, which the public library reviews, updates, and files with the State Library every five (5) years
- Collection Development Policy, which the public library reviews, updates, and files with the State Library every five (5) years
- If any of the above library's plans and policies have been updated, or have expired, please ensure the State Library receives an updated copy before the annual report closes August 16, 2021.
- Provide the date range (in years) that the following documents are valid.

| | | | |
|-----|---|-----------|------------------|
| J26 | Community Analysis and Needs Assessment (yyyy-yyyy) | 2017-2020 | <i>2017-2020</i> |
| J27 | Collection Development Policy (yyyy-yyyy) | 2019-2022 | <i>2019-2022</i> |
| J28 | Strategic Plan (yyyy-yyyy) | 2020-2023 | <i>2017-2020</i> |

Library Director

- As part of state aid eligibility, the Library must have a designated library director as required by the NMAC 4.5.2.9 C(10). This includes library directors who are unpaid volunteers.
- The library director is the main point of contact for the Library Development Bureau (LDB) and it's important to inform the LDB any time a library director changes or any time contact information for the library director changes (email, phone, etc.).

| | | | |
|-----|---|--------------------------------------|---|
| J29 | Employment of a Designated Library Director? | Yes | <i>Yes</i> |
| J30 | Name and Title of Designated Library Director | Lynette Schurdevin, Library Director | <i>Lynette Schurdevin, Library Director</i> |

IMLS CARES Act Funding Expenditures

Under the CARES Act, this funding was to be used for the following purposes: to prevent, prepare for, and respond to coronavirus, including to expand digital network access, purchase internet accessible devices, and provide technical support services. All CARES Act Funding received must have been expended by June 30, 2021.

- Report how the library expended the CARES Act funds received in FY2020/2021.
- The received CARES Act funding amount is provided by the State Library in J31 and cannot be changed.
- J36 must equal the amount in J31.
- If the library did not receive CARES Act funding, enter zero.

See definitions for more information.

J31 Amount of CARES Act Funding
Received in FY2020/2021 (Read \$2,106.13
Only)

How much of the CARES ACT Funding received was spent on the following?

If any of the following do not apply, enter a zero.

J32 Library Collections \$1,450.00

J33 Library Staff Salaries \$0.00

J34 Library Equipment \$161.13

List What Library Equipment
was Purchased and Paid for with
CARES Act Funds cases for Chromebooks for
circulation.

J35 Other Operational Expenditures
Associated with Delivery of
Library Services \$495.00

List What Other Operational
Expenditures Associated with
Delivery of Library Services
were Purchased and Paid for
with CARES Act Funds Amigos training for library
staff.

J36 Total (J32 + J33 + J34 + J35) \$2,106.13

Section K - Tribal Library Program Grant

ONLY TRIBAL LIBRARIES MUST ANSWER K01 THROUGH K10

- IF the library is NOT a TRIBAL LIBRARY, DO NOT ENTER ANY information in this section, leave all questions blank.
- As part of continued tribal library program grant eligibility, the Library must successfully expend the entire amount of the tribal library program grant received during the prior fiscal year.
- Report how the library expended the tribal library program grant received in FY2020/2021.
- If the library did not receive a grant, enter zero.
- The grant amount received is provided by the State Library in K01 and cannot be changed.
- K07 must equal the amount in K01.

See definitions for more detailed information.

Tribal Library Program Grant Expenditures

K01 Amount of Tribal Library
Program Grant Received (Read \$0.00 \$0.00
Only)

How much of the Tribal Library Program Grant listed in K01 was spent on the following? If any of the following do not apply, enter a zero.

K02 Library Collections

K03 Library Staff Salaries

K04 Library Staff Professional
Development (including travel)
List What Staff Professional
Development Trainings or
Conferences were Attended and
Paid for with TLP Funds

K05 Library Equipment
List What Library Equipment
was Purchased and Paid for with
TLP Funds

K06 Other Operational Expenditures
Associated with Delivery of
Library Services
List What Other Operational
Expenditures Associated with
Delivery of Library Services
were Purchased and Paid for
with TLP Funds

K07 Total (K02 + K03 + K04 + K05 \$0.00 \$0.00
+ K06)

Other Tribal Library Grants

IF the library is NOT a TRIBAL LIBRARY, DO NOT ENTER ANY information in K08 or K09.
Leave these questions blank.

K08 Did the Library Apply for the
2021 IMLS Native American
Library Services Basic Grant?

K09 Did the Library Apply for the
2021 IMLS Native American
Library Services Enhancement
Grant?

Section L - Outlet Information

Outlet Information

- An outlet is a unit of an administrative entity, including a Main Library, a Library Branch(es), or eligible Bookmobile that provides direct public library services.
- Every library has at least one outlet - so there must be at least one entry for every library.
- If an eligible library branch opened this year, add an entry (see NMAC 4.5.2, 4.5.2.7 C & D).

- Example: Alamogordo has 1 outlet - the Main Library. Rio Rancho has 2 outlets - the Main Loma Colorado Library and the Esther Bone Library Branch.

See definitions for more detailed information.

Federally required questions are in navy font and all other questions are in black font.

Main Library

| | | | |
|-----|---|----------------------------|----------------------------|
| L01 | FSCSKEY and FSCS_SEQ (Read Only) | NM0030-002 | NM0030-002 |
| L02 | LIBID (Read Only) | NM0030-002 | NM0030-002 |
| L03 | Outlet Name (Read Only) | Loma Colorado Main Library | Loma Colorado Main Library |
| L04 | Street Address or Physical Location (911 address) (Read Only) | 755 Loma Colorado Blvd, Ne | 755 Loma Colorado Blvd, Ne |
| L05 | City (Read Only) | Rio Rancho | Rio Rancho |
| L06 | Five-digit ZIP Code (Read Only) | 87124 | 87124 |
| L07 | County (Read Only) | Sandoval | Sandoval |
| L08 | Telephone (Read Only) | (505) 891-5013 | (505) 891-5013 |
| L09 | Outlet Type Code (Read Only) | CE | CE |
| L10 | Square Footage of Outlet (Read Only) | 32000 | 32000 |
| L11 | Number of Bookmobiles (for Bookmobile records only) (Read Only) | 0 | 0 |
| L12 | Number of Hours this Outlet was Open to the Public Between July 1, 2020 to June 30, 2021? (Please see FAQ sheet in the LibGuide for detailed IMPORTANT information regarding this question) | 1,618 | 2,484 |
| L13 | Number of Weeks this Outlet was Open to the Public Between July 1, 2020 to June 30, 2021? (Please see FAQ sheet in the LibGuide for detailed IMPORTANT information regarding this question) | 50 | 46 |
| L14 | Internet Service Provider for the Outlet's Public Access Internet Connection | Sparklight | Sparklight |
| L15 | Internet Connection Type for the Outlet's Public Access Internet Connection | Cable | Cable |

| | | | |
|-----|--|-------------------|--|
| L16 | Maximum Speed of the Outlet's Public Access Internet Connection | 20.1Mbps - 30Mbps | 20.1Mbps - 30Mbps |
| L17 | Using a Public Access Computer (NOT Library Staff Workstations), Perform an Internet Connection Speed Test and Enter ALL Results (Ping, Jitter, Download, Upload). | | |
| | http://www.doit.state.nm.us/broadband/speedtest.shtml | n/a | PING 93 ms, Jitter 15 ms, Download 5.9 Mbps, Upload 8.9 Mbps |
| | If the above link is not accessible, please use another speed test to provide the Ping, Jitter, Download, Upload. If Ping and Jitter aren't available, just report Download and Upload. Leave a note indicating which speed test website was used. | | |
| a. | Ping | Ping:5ms | |
| b. | Jitter | Jitter:1ms | |
| c. | Download | Download:7.0mbps | |
| d. | Upload | Upload:8.5mbps | |
| L18 | Does This Outlet Provide Wireless Internet Access (WIFI) for the Public? | Yes | Yes |
| L19 | Was This Outlet Open to the Public before July 1, 2020? (Answer this question Yes, as this question does not relate to any possible COVID-19 closures) | Yes | Yes |

Library Branch(es)

- **ONLY** libraries with eligible library branches must complete this section (L01 - L25)
- **IF** the library does not maintain any eligible library branches, **DO NOT** complete any of the questions below, leave all questions blank (L01 - L25)

| | | | |
|-----|-------------------------------------|------------------------------|------------------------------|
| L01 | FSCSKEY and FSCS_SEQ (Read Only) | NM0030-004 | NM0030-004 |
| L02 | LIBID (Read Only) | NM0030-004 | NM0030-004 |
| L03 | Outlet/Branch Name (Read Only) | Esther Bone Memorial Library | Esther Bone Memorial Library |

| | | | |
|-----|--|---------------------|---|
| L04 | Street Address or Physical Location (911 address) (Read Only) | 950 Pinetree Rd. Se | <i>950 Pinetree Rd. Se</i> |
| L05 | City (Read Only) | Rio Rancho | <i>Rio Rancho</i> |
| L06 | Five-digit ZIP Code (Read Only) | 87124 | <i>87124</i> |
| L07 | County (Read Only) | Sandoval | <i>Sandoval</i> |
| L08 | Telephone (Read Only) | (505) 891-5013 | <i>(505) 891-5013</i> |
| L09 | Outlet Type Code (Read Only) | BR | <i>BR</i> |
| L10 | Square Footage of Outlet/Branch (not applicable for Bookmobiles) (Read Only) | 12250 | <i>12250</i> |
| L12 | Number of Hours this Outlet/Branch was Open to the Public Between July 1, 2020 to June 30, 2021? | 1510 | <i>1840</i> |
| L13 | Number of Weeks this Outlet/Branch was Open to the Public Between July 1, 2020 to June 30, 2021? | 50 | <i>46</i> |
| L14 | Internet Service Provider for this Outlet/Branch Public Access Internet Connection | Sparklight | <i>Sparklight</i> |
| L15 | Internet Connection Type for this Outlet/Branch Public Access Internet Connection | Cable | <i>Cable</i> |
| L16 | Maximum Speed of this Outlet/Branch Public Access Internet Connection | 20.1Mbps - 30Mbps | <i>20.1Mbps - 30Mbps</i> |
| L17 | Using a Public Access Computer (NOT Library Staff Workstations), Perform an Internet Connection Speed Test and Enter ALL Results (Ping, Jitter, Download, Upload). | | |
| | http://www.doit.state.nm.us/broadband/speedtest.shtml | | |
| | If the above link is not accessible, please use another speed test to provide the Ping, Jitter, Download, Upload. If Ping and Jitter aren't available, just report Download and Upload. Leave a note indicating which speed test website was used. | n/a | <i>PING: 58 ms, Jitter 1 ms, Download 52.5 mbps, Upload 48.7 mbps</i> |

| | | | |
|-----|---|-------------------|-----|
| a. | Ping | Ping:2ms | |
| b. | Jitter | Jitter:0ms | |
| c. | Download | Download:50.6mbps | |
| d. | Upload | Upload:55.2mbps | |
| L18 | Does This Outlet/Branch Provide Wireless Internet Access (WIFI) for the Public? | Yes | Yes |
| L19 | Was This Outlet/Branch Open to the Public before July 1, 2020? | Yes | Yes |
| L20 | Does This Outlet/Branch Have Separate Quarters from the Main Public Library? | Yes | Yes |
| L21 | Does This Outlet/Branch Have Dedicated Library Staff Present During Open Hours? | Yes | Yes |
| L22 | Total Number of Hours this Outlet/Branch is Open Each Week | 32 | 40 |
| L23 | Does this Outlet/Branch Have a Permanent Circulating Collection and Provide Reference Services? | Yes | Yes |
| L24 | Does This Outlet/Branch Have a Catalog of Library Holdings Accessible by the Public? | Yes | |
| L25 | Does This Outlet/Branch Offer Educational Programs? | Yes | |
| | List Educational Programs Offered at this Outlet/Branch | | |

Section M - State Library Additional Questions

- The information in this section is used to assist the New Mexico State Library in working with public libraries.

See definitions for more detailed information.

Administration

| | | | |
|-----|--|--|----------------------------|
| M01 | How Much of the Library's Total Budget was Spent on Library Staff Professional Development Opportunities/Activities? | \$4,494 | \$2,015 |
| M02 | What Library Staff Professional Development Opportunities/Activities Did the Library Participate In? | Librarians took several ALA webinars on COVID practices, ALA Diversity webinar, Census 2020, Family Engagement, Applying Trauma-Informed | Response has been entered. |

| | | | |
|------------------|---|--|-----------------------------------|
| | | Concepts, | |
| M03 | What Types of Outreach Did the Library Do Outside of the Library? | Delivering boxes of paperbacks to area assisted living facilities, outreach tables at area assisted living facilities, all under COVID precautions | <i>Response has been entered.</i> |
| M04 | List Any Grants the Library Applied for (include if the library was successful and list amounts) Do Not report State Aid, State GO Bonds, or Tribal Library Grant here. | Grow with Google - \$1,432 ALA Americans and the Holocaust - \$2,000 | <i>Response has been entered.</i> |
| M05 | Did the Library Receive E-Rate Funding from July 1, 2020 to June 30, 2021? | Yes | <i>Yes</i> |
| M06 | What is the Monthly Cost of Providing Internet Service for the Library? | \$2,000 | <i>\$2,154</i> |
| M07 | Is the Library under Contract for Internet Service? | Yes | <i>Yes</i> |
| M08 | What is the Source of Local Funding for the Library? (e.g., gross receipt tax, property tax, county tax, city tax, etc.) | Gross receipts tax | <i>Gross receipts tax</i> |
| M09 | Does the Library Have a Friends of the Library Group? | No | <i>Yes</i> |
| M10 | Name of the Person in Charge of the Friends of the Library Group | n/a | <i>Joe Driear</i> |
| M11 | Title of the Person the Library Director Reports to (e.g., mayor, library board, city council, etc.) | Deputy City Manager | <i>Deputy City Manager</i> |
| M12 | Does the Library have an "Exhibit Space"? | Yes | <i>Yes</i> |
| Resource Sharing | | | |
| M13 | Is the Library Part of an E-book Consortium? | No | <i>No</i> |
| M14 | Name of Consortium | N/A | <i>N/A</i> |
| M15 | If the Library is Not Part of a Consortium, Does the Library Have an E-book Contract? | Yes | <i>Yes</i> |
| M16 | Name of Contract Vendor | Overdrive, Hoopla | <i>Overdrive, Hoopla</i> |
| M17 | Was the DCA/NMSL FamilyPass Circulated? | Yes | <i>Yes</i> |
| M18 | How Many Times Was the FamilyPass Circulated? | 37 | <i>7,300</i> |

M19 How Many FamilyPasses Have Gone Missing? If none, enter 0. 0 0

M20 Select (3) topics of interest for possible Continuing Education Training Opportunities:

If there is an area of interest that is not in the list, use the "Other" comment box to insert the topic.

| | | |
|----------------------------|-----|-----|
| Weeding | No | No |
| Safety / Security | Yes | Yes |
| Teen Programming | No | No |
| Customer Service | Yes | No |
| Reference | No | No |
| Cataloging | No | No |
| Policy Writing | No | No |
| Board Training | Yes | No |
| Community Engagement | Yes | Yes |
| Emergency Response | Yes | Yes |
| Grant Writing | No | No |
| Fundraising | Yes | Yes |
| Budget / Finances | No | No |
| Advocacy | Yes | Yes |
| Collection Development | No | No |
| Early Literacy Programming | No | No |
| Other | | |

Annual Report Feedback

Report any feedback regarding this year's annual report process. Include feedback on which items were difficult or confusing, or took a long time, what was helpful, etc.

Synchronous vs
Asynchronous and why???

Section N - Library Activities During the COVID-19

Due Date August 16, 2021

- This section is dedicated to how public libraries responded/adapted to the COVID-19 pandemic closure.
- Data entered must cover FY21 library activities (July 1,2020 - June 30, 2021) **ONLY**.

See definitions for detailed information.

Federally required questions are in navy font and all other questions are in black font.

Administration

N01 Was the Library and Any of its Outlets/Branches Physically Closed to the Public for Any Period of Time Due to the
Yes Yes

COVID-19 Pandemic?

If Yes, Enter the Date(s) the Library and Any of its Outlets/Branches were closed to the Public. Include all timeframes where the library may have opened to the public only to close again later, etc.

March 13, 2020

N02 Enter the Number of Weeks the Library and Any of its Outlets/Branches Was Physically Closed to the Public Due to COVID-19 Pandemic

6

N03 Were any Library Staff Re-Assigned to Assist Other Government Agencies or Nonprofit Organizations During the COVID-19 Pandemic?

No

No

If Yes, Please Provide the Name of the Agency and the Tasks Performed.

N04 Were Library Staff Allowed to Work from Home?

No

No

N05 Were any Library Staff Laid Off or Furloughed?

Yes

Yes

N06 If Library Staff Remained Working in the Library while the Building was Physically Closed to the Public, List the Types of Tasks/Work that was Performed in the Library During the Closure

Response has been entered.

N07 Enter the Number of Weeks the Library and Any of Its Outlets Had Limited Occupancy Due to the COVID-19 Pandemic (revised)

52 weeks for Mar 2020 - June 2021, 37 weeks for July 2020-June 2021 *6 weeks to current date*

N08 List any Revenue and Amounts the Library Received Specifically for COVID19 Expenditures (Do Not include CARES Act funding received with state aid here)

N09 List ALL Expenditures from the Above Revenue

Services

| | | | |
|-----|--|---|-----------------------------------|
| N10 | Did Library Staff Continue to Provide Services to the Public During Any Portion of the Period When the Building Was Physically Closed to the Public Due to the COVID-19 Pandemic? | Yes | Yes |
| | If Yes, List any Services That Library Staff Continued to Provide While the Building Was Physically Closed to the Public | Ask a librarian, help with electronic resources | <i>Response has been entered.</i> |
| N11 | Did the Library Provide Outside/Curbside Service for Circulation of Physical Materials at One or More Outlets While the Library Building was Physically Closed During the COVID-19 Pandemic? | No | Yes |
| | Number of Outside/Curbside Library Materials Transactions (include any take and make craft kits, etc.) Provided while the Library Building was Physically Closed to the Public. | 0 | |
| N12 | List the Days & Hours Outside/Curbside Services for Circulation of Physical Materials were Offered while the Library Building was Physically Closed to the Public. | | <i>Response has been entered.</i> |
| N13 | Did the Library Provide Reference Services Via the Internet or Telephone During the COVID-19 Pandemic? | Yes | Yes |
| N14 | Did the Library Issue Registered User Cards Electronically During the COVID-19 Pandemic? | Yes | Yes |
| N15 | Did the Library Intentionally Add/Provide WiFi Internet Access to Users Outside the Building at One or More Outlets During the COVID-19 Pandemic? | No | No |
| N16 | Did the Library Increase Access to WiFi Internet Access to Users Outside the Building at one or More Outlets During the | No | No |

COVID-19 Pandemic?

N17 Explain or Share Anything Else
Not Already Mentioned That the
Library Did During Closure to
Provide Services

Section O - Public Library Survey / Annual Report Certification

Public Library Certification

- By completing this section, it certifies that the information contained in this report is accurate, truthful and complete.
- It will be checked for accuracy and may impact the library's state aid eligibility.
- Ensure all required questions are complete and that all notes left contain information that is applicable to the question.
- It is not acceptable to enter a note that does not reflect the issue for the purposes of moving beyond any edit checks.

| | | | |
|-----|---|-------------------------|--------------------|
| O01 | Date Annual Report Completed (mm/dd/yyyy) | 08/16/2021 | 08/07/2020 |
| O02 | Name of Person Completing the Annual Report | Sean Beharry | Lynette Schurdevin |
| O03 | Title of Person Completing the Annual Report | Deputy Library Director | Library Director |
| O04 | Name of Fiscal Officer | Carole Jaramillo | Carole Jaramillo |
| O05 | Official Title of Fiscal Officer | Finance Director | Finance Director |
| O06 | Fiscal Officer Phone Number | (505) 896-9761 | (505) 896-8761 |